

Judo Saskatchewan has passed a By-Law Regulation at the April 24, 2010 Annual General Membership meeting that **effective May 15, 2010** the following is required.

1. 1.1 All Coaches, Assistant Coaches, Trainers, Managers, Chaperones, Officials and volunteers who participate at Judo Saskatchewan training camps or travel with any Judo Saskatchewan teams will agree to undergo a criminal record check for service with the vulnerable sector.
2. 2.1 All elected or appointed persons to the Judo Saskatchewan Executive and Committee Chairpersons will agree to undergo a criminal record check for service with the vulnerable sector.
3. 3.1 All Club Coaches, Instructors and Assistant instructors at the club level will agree to undergo a criminal record check for service with the vulnerable sector prior to any involvement at the club level.
4. 6.1 Any person who is required by the nature of their job to have a valid CPIC check will be exempt unless decided by the President or Executive

A complete copy of the Regulation is attached along with a form that you may use to complete your check. We are advised that if you have a letter from your organization, the fee may be reduced or waived in some cases. You may present the attached policy however anybody requiring a letter please contact you Club President if at the club level or myself at the Provincial level.

Yours in judo

T.V. Taylor  
President  
Judo Saskatchewan

## ARTICLE V - CRIMINAL RECORDS CHECK POLICY

### **1. Coaches, Assistant Coaches, Trainers, Managers, Chaperones, Officials and Volunteers**

- 1.1 All Coaches, Assistant Coaches, Trainers, Managers, Chaperones, Officials and volunteers who participate at Judo Saskatchewan training camps or travel with any Judo Saskatchewan teams will agree to undergo a criminal record check for service with the vulnerable sector.
- 1.2 It will be the responsibility of the Coaches, Assistant Coaches, Trainers, Managers, Chaperones, Officials and volunteers to submit the findings of their criminal records check to the President prior to any involvement in Judo Saskatchewan events.

### **2. Judo Saskatchewan Executive and Committee Chairpersons**

- 2.1 All elected or appointed persons to the Judo Saskatchewan Executive and Committee Chairpersons will agree to undergo a criminal record check for service with the vulnerable sector.
- 2.2 It will be the responsibility of the Executive member or Committee Chairpersons to submit the findings of their criminal records check to the President within 30 days of election or appointment and prior to any involvement where they may be alone at any Judo Saskatchewan event where vulnerable persons may be involved.

### **3. Club Coaches, Instructors and Assistant instructors**

- 3.1 All Club Coaches, Instructors and Assistant instructors at the club level will agree to undergo a criminal record check for service with the vulnerable sector prior to any involvement at the club level.
- 3.2 It will be the responsibility of the Club Coaches, Instructors and Assistant instructors to submit the findings of their criminal records check to the Club President or Registrar prior to any involvement at the club level. The criminal records check will be held at the club level.
- 3.3 It will be the responsibility of the club President or Registrar to certify yearly to the Provincial Registrar that all Club Coaches, Instructors and Assistant instructors have a valid criminal records check, before the club can register any members with Judo Saskatchewan.

### **4. Vulnerable Person**

- 4.1 The term "vulnerable persons" is a person who, because of their age, disability or other circumstances, whether temporary or permanent; a) are in a position of dependence on others; or b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

### **5. Procedure**

- 5.1 All criminal records checks will be valid for five (5) years unless the person is absent from judo for a one year period, however the President of Judo Saskatchewan may request a new Criminal Records check at any time.
- 5.2 The procedure for submission is as follows:
  1. Complete the Criminal Record Check (CRC) form provided by Judo Saskatchewan.
  2. Take the fully completed form to your local police service **or** RCMP.
  3. Submit the information obtained from your local police service to the President of Judo Saskatchewan.
  4. If your CRC is not passed you will be notified in writing and you will not be eligible for participation in Judo Saskatchewan events.
- 5.3 The practice of conducting a criminal records check involves accessing the information made available through the Canadian Police Information Computer system about a person's conviction(s) for which a pardon has not been granted and outstanding criminal charges. The **CRC** also includes any relevant police incidents related to a five (5) year residency address history. Regardless of previous clearance or other security clearance, all those listed above will be required to complete a *criminal records check for service with the vulnerable sector*.
- 5.4 Completed criminal record checks will be held by the President and will not be distributed or shared with others without the written consent of the person named on the criminal records check.

### **6 Exception**

- 6.1 Any person who is required by the nature of their job to have a valid CPIC check will be exempt unless decided by the President or Executive.

### **7 Effective date**

- 7.1 This policy will be in effect on May 15, 2010 as approval at the 2010 Judo Saskatchewan AGM.

# Personal Security Record Check

NAME OF APPLICANT: \_\_\_\_\_  
Surname Given Name Middle Name

MAIDEN NAME and/or ANY OTHER NAMES USED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Apt. # Street/Avenue  
\_\_\_\_\_  
City/Town Province/ Postal Code Telephone Number

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_ SEX: Male / Female  
Year/Month/Day

POSITION APPLIED FOR \_\_\_\_\_

HAVE YOU EVER BEEN CHARGED WITH A CRIMINAL OFFENCE? YES / NO

## STATEMENT OF CONSENT:

I hereby consent to a search of all records available at the time the search is conducted, including pending charges, convictions and court orders registered in my name in the National Repository and databases available to the police service. I understand that if a possible record exists, it will not be disclosed unless identification has been confirmed by either myself or by fingerprints.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_

## WAIVER for CONSENT of RELEASE OF INFORMATION TO THE President of Judo Saskatchewan:

I consent to the release of any and all information from available records to the authorized person of Judo Saskatchewan.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_

## CONSENT FOR PERSONS APPLYING FOR POSITIONS WITHIN THE VULNERABLE SECTOR:

If you are an applicant for a paid or volunteer position

- i) with a person or organization responsible for the well-being of one or more children or vulnerable persons, and
- ii) if the position is a position of authority or trust relative to those children or vulnerable persons please complete the following consent.

Description of the volunteer positions: **Coaches, Assistant Coach, Trainer, Manager, Chaperone, Volunteer, Executive Board member, Committee chairperson**

Provide details regarding the children or vulnerable persons: (e.g.: age, number of persons, etc.)

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon, for any of the sexual offences that are listed in the schedule to the Criminal Records Act.

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_

IDENTIFICATION PRODUCED: (1) \_\_\_\_\_ (2) \_\_\_\_\_

*Upon presentation of the form, two pieces of valid identification for verification will be required. These pieces must confirm his/her name, date of birth and address. One piece of identification must include a photo. Valid identification pieces include, but are not limited to: Drivers License, Passport, Birth Certificate, or Provincial Health Card.*

Witness: \_\_\_\_\_  
(Person Verifying Information – printed name & signature required)

Phone # \_\_\_\_\_